



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#045

Date: October 21, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: OFFICE MANAGEMENT ASSISTANT (ROVER SECRETARY)

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Office Management Assistant (Rover Secretary)

OPEN TO: U.S. Citizen Eligible Family Members ONLY
(see the definition below)

GRADE LEVEL: FP-09* (full performance level)

WORK HOURS: INTERMITTENT

POSITION TYPE: WHEN ACTUALLY EMPLOYED (WAE)

OFFICE LOCATION: Management Section

OPENING DATE: Immediate

DEADLINE: November 18, 2015 at 6 P.M. Kyiv Time

**FP-AA rate to be confirmed by Washington.*

BASIC FUNCTION OF POSITION:

This position is located at a large U.S. mission, Kyiv, Ukraine. Incumbent provides office management support to any Department of State office/section within the Mission as the sole support of the office in the absence of the permanent office management specialist (OMS). This position is supervised by the Assistant Management Officer.

REQUIRED QUALIFICATIONS:

EDUCATION:

High School diploma is required.

WORK EXPERIENCE:

A minimum of one year of clerical or administrative experience is required.

LANGUAGE:

Level IV (fluent) in English.

KNOWLEDGE:

Must be familiar with the mission's organizational structure, as well as possess a good working knowledge of U.S. Government practices, particularly in the office management field.

SKILLS AND ABILITIES:

Advanced level keyboard skills and computer literacy on a variety of software applications (MS Word, Excel, Access, Open-net, etc.). Ability to organize routine data and maintain established procedures. Ability to be flexible, resourceful and service-oriented in dealing with people.

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:

- (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
- (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190](#), *Foreign Allowances Application, Grant and Report*, processed authorizing ISMA.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **November 18, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>. **Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).**

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) or under *Personal Services Agreement* (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified* candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified U.S. EFM candidates will be interviewed by the hiring office, HR and CLO. The PEC will approve the candidate's selection for the position and HR will convey that selection to the Front Office for endorsement.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.